

Meeting Minutes

2018-2019 Meeting No. 3

Date: November 7, 2018
Time: 7:15 A.M.
Location: Nello's (Royal Oak)

In Attendance: Carr, Curtis, Kozak, Sandahl, Palazzolo, Ashley Lesser

Absent: Kelly, Droze

Via Conference Call: Matheny

1. Call to Order (Carr)
Meeting called to order at 7:19am.
2. Approval of Agenda (Carr)
Motion to Approve the Agenda by Kozak, second by Curtis, all in favor, Approved.
3. Approval of Meeting Minutes (Kozak)
 - a. October 2018 Minutes
Motion to Approve October Meeting Minutes by Curtis, second by Palazzolo, all in favor, Approved. Kozak to send meeting minutes to Nicolls for posting on website.
4. Approval of Treasurer's Report (Sandahl)
 - a. 2017-2018 Final Treasurer's Report update
Kelly reviewed the 2017-2018 Treasurer's Report and found it acceptable. Kozak to submit final report to Nationals per Board direction.
 - b. October Treasurer's Report
Pending – not complete at this time.
5. Member Services Committee (Droze)
 - a. Committee Chairs Update
 - i. Vacant Chairs
Tabled to next meeting.
 - b. Membership database change over status
Tabled to next meeting.
 - c. Upcoming Programs
Tabled to next meeting.
6. Professional Activities Committee (Matheny)
 - a. Committee Chairs Update
Pending – not complete.
 - b. Upcoming Programs
 - i. Detroit Construction Tour update
53 people signed up. Somat is recruiting with a booth. Not many students signed up. Zero response from Eastern Michigan or Michigan State University.

Consider for future tour-like projects we will work on the flyer – may need to be a two page flyer with an itinerary. Also may want to use more graphics to help with advertising to students.

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7. Technical Activities (Palazzolo)

a. Committee Chairs Update

i. Vacant Chairs

Need Structural, Construction, Transportation (Steve Werling may return).

b. Upcoming Programs

i. LTU Program

Katie Lamb mentioned she would set something up but haven't heard back, need to follow-up.

ii. Vedic Plaster

No program.

iii. Concrete Pipe Plant

Palazzolo to organize with Matt Mueller from Northern Concrete Pipe.

iv. Asphalt Plant

Droze and Palazzolo to work together. Stoops may be a good contact too.

Additional potential program – HNTB I-94 project in Detroit (brought up by Droze). Droze to give Palazzolo info to setup through construction/transportation/structural program.

8. CYM (Droze)

a. Joint Events

Consider Friends of Foster Kids as a joint event (CYM working on this).

b. Student Night

No date set yet, but should be set by next CYM meeting. Thought was to try University of Michigan again, but will likely be Wayne State University.

c. CYM Scholarship

Nothing new to report.

d. Golf Outing

Greystone Golf Course reached out to Palazzolo for the 2019 golf outing with new contract. Date is June 27, 2019. Contract is verbatim to last year so no need to send to Nationals for review. Rebecca Wolters is responsible for organizing the outing next year. Palazzolo to reach out to Wolters to sign contract and send back to Greystone.

CYM Bylaws – Need to approve by Board. Palazzolo to re-send to Board.

First committee meeting was last week to host conference locally (January 2020). Need to start securing funding. 2019-2020 budget needs to account for additional funds to cover reimbursement costs. CYM needs to tell Board what they need and how we can help.

9. Past President (Kelly)

Nothing new to report.

10. President-Elect (Curtis)

a. Newsletter

Curtis and Carr to work together to put out Fall Newsletter for November. Will include Spring 2018 program and Detroit Construction Tour will be included in Newsletter.

b. Calendar

Nicolls to update.

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11. Michigan Section News

Nothing new.

12. National News

- a. Life Membership request. The upcoming year's list of recipients can be requested beginning October 1st. Please provide all requests by February 8, 2019 after which certificates will be sent directly to each Life Member individually. Submit request to memapp@asce.org.

Rushlow forwarded email to Carr, Carr to ask Kelly. Carr to email and obtain list.

Fly-in: Matheny sent in request.

Regional Conference: Two CYMers going. Palazzolo to attend on behalf of Board.

13. Other Items to be Discussed

- a) Wolters to research when other career fairs are held and when firms are hiring to determine if moving Student Night to the Fall is appropriate. **On-going.**
- b) Carr to update President templates for Kickoff Meeting. **Not complete.**
- c) Sandahl to provide Droze with information to change over Membership database. **Not complete.**
- d) Directors to contact all Committee Chairs and determine if they are still interested in holding the position, if not, we need to see new chairs. **On-going.**
- e) Document station for internal documents (Kozak). **Done.**
- f) Kelly to review Final Treasurer's Report and report to Kozak if approved. Kelly to return hard copy of book to Sandahl when complete for box of records. **Report review complete, Kelly to provide report to Sandahl.**
- g) Kozak to send Final Treasurer's Report to Nationals once approved by Kelly (by November 30th). **Not complete.**
- h) Kozak to send May and September approved meeting minutes to Nicolls for posting on website. **Done.**
- i) All to brainstorm on Annual Meeting venues. **On-going.**
- j) Matheny to introduce George Mansour to Melissa McKinley. **Not complete.**
- k) Kelly to look into a potential coworker for Construction Chair. **Not complete.**
- l) Curtis to look into a potential coworker for Environmental Chair. **Done.**
- m) Palazzolo to talk with Ashley Lesser for options on potential Environmental Chair. **Done.**
- n) Matheny to send program template to Droze and Palazzolo for them to send to their Committee Chairs. **Done.**
- o) Carr to coordinate with Rebecca Wolters with CYM to organize Branch/CYM social activity. **On-going.**
- p) Curtis to prepare Newsletter by November 7th meeting. **On-going.**
- q) Carr to provide Curtis with Constant Contact cheat sheet. **Done.**
- r) Carr to contact Larry Cooper to notify him ASCE is denying his 9/11 Truth presentation based on feedback from National. **Done.**
- s) Curtis to look into Google Docs or Dropbox as document station for internal documents. **Done.**

Motion to Adjourn Meeting by Kozak at 8:12am, second by Curtis, all in favor, Meeting Adjourned.

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New Action Items:

- Kelly to return hard copy of 2017-2018 Treasurer's Report book to Sandahl for box of records.
- Kozak to send Final Treasurer's Report to Nationals.
- Kozak to send October approved meeting minutes to Nicolls for posting on website.
- Droze to forward HNTB I-94 project in Detroit information to Palazzolo to setup program.
- Palazzolo to inform Wolters she can sign Greystone Golf Course contract and return.
- Palazzolo to re-send CYM Bylaws to Board.
- Board to review CYM Bylaws by this Friday (November 9th) so they are ready for CYM Meeting next Wednesday.
- Carr to email Nationals for Life Member list.
- CYM to tell Board what they need and how we can help for 2020 Regional Conference.
- Wolters to research when other career fairs are held and when firms are hiring to determine if moving Student Night to the Fall is appropriate.
- Carr to update President templates for Kickoff Meeting.
- Sandahl to provide Droze with information to change over Membership database.
- Directors to contact all Committee Chairs and determine if they are still interested in holding the position, if not, we need to find new chairs.
- All to brainstorm on Annual Meeting venues.
- Matheny to introduce George Mansour to Melissa McKinley.
- Kelly to look into a potential coworker for Construction Chair.
- Carr to coordinate with Rebecca Wolters with CYM to organize Branch/CYM social activity.
- Curtis to prepare Newsletter by December meeting.

Upcoming Meetings/Events

~~October 3, 2018 at 7:15 am – Board Meeting at Nello's Restaurant, Royal Oak, MI~~
~~November 7, 2018 at 7:15am – Board Meeting at Nello's Restaurant, Royal Oak, MI~~
December 5, 2018 at 7:15 am – Board Meeting at Nello's Restaurant, Royal Oak, MI
January 9, 2019 at 7:15am – Board Meeting at Nello's Restaurant, Royal Oak, MI
February 6, 2019 at 7:15 am – Board Meeting at Nello's Restaurant, Royal Oak, MI
February 17th through the 23rd, 2019 – Engineers Week
February ??, 2018 – Annual Meeting w/ ???
March 6, 2019 at 7:15am– Board Meeting at Nello's Restaurant, Royal Oak, MI
April 3, 2019 at 7:15 am – Board Meeting at Nello's Restaurant, Royal Oak, MI
May 1, 2019 at 7:15am – Board Meeting at Nello's Restaurant, Royal Oak, MI
June ???, 2018 – End of the Year Meeting at ???
March 12 & 13 2019 - ASCE Society Washington D.C. Legislative Fly-in, Arlington, VA
Jan/Feb 2020 – Multi-Regional Conference (hosted by CYM)